

NICE GUIDANCE PH48 TOOLKIT

DOCUMENT 15: TEMPLATE TERMS OF REFERENCE

Name of group - e.g. Smokefree Steering Group

BACKGROUND

There is more to a Smokefree NHS than merely prohibiting smoking on-site. Viewing tobacco dependence as an addiction that requires treatment, as a core function of all services provided, is of equal if not more importance.

All front-line staff should discuss smoking with patients, and stop smoking support, or effective support with temporary abstinence for all, is essential.

Terms of reference [Insert date TOR written or revised]

PURPOSE / ROLE OF GROUP

1. To reduce the impact of smoking on patients, visitors and staff within our Trust.
2. To provide strong leadership and management to support the implementation of the Trust's Smokefree Policy in-line with NICE PH48 Guidance.¹
3. To produce and maintain an effective action plan for all Smokefree work, to embed a culture which encourages and promotes prevention and health improvement. [Access toolkit document 13 - Example smokefree action plan here.](#)
4. To work with external partners to:
 - Increase sustainability through Service Level Agreements and Joint Strategic Needs Assessment.
 - To enhance and develop existing systems, processes and service delivery mechanisms.
 - To aid compliance to reduce impact on local residents, workers or by-passers.
5. To ensure a systematic Trust-wide approach to treating tobacco addiction using evidence-based support to stop smoking, or reduce harm from smoking (NICE Guidance PH45).²
6. To support an agreed [staff training plan](#) which gives all staff the skills and knowledge needed to implement and adhere to the Smokefree policy, and deliver effective interventions at the point of care.
7. To support staff to improve their own health and wellbeing.
8. To ensure a comprehensive [communications plan](#) giving consistency for information provided about the policy and treatments, including behavioural support, available.
9. To support the actions outlined in the Tobacco Control Plan for England which calls for the NHS to lead by example, by creating and enabling working environments that encourage smokers to quit.³
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11. To evaluate the effectiveness of implementation of the policy leading to recommendations for further action. [Access toolkit document 7 – Assessment & Evaluation here.](#)
12. To provide the structure to review all related policies as Smokefree work progresses, and as new evidence emerges

SUGGESTED MEMBERSHIP

Medical / Clinical / Nursing Director – Chair
 Smokefree Lead – Co-Chair
 Chief Nurse
 Lead Pharmacist
 Communications Lead
 Estates and Facilities Lead
 Head of Security
 Head of Fire Safety
 Human Resources Lead
 Staff-side representative
 Senior Data Analyst
 Local Authority – Tobacco Control Lead / Public Health Consultant
 CCG representative
 ICS/STP Prevention Lead or equivalent
 Occupational Health Advisor/Lead
 Local Stop Smoking Service representative
 Patient / volunteer / general public representatives may attend according to agenda

ACCOUNTABILITY

e.g.

The (Trust name) Smokefree Steering Group is accountable for overseeing all aspects of the Smokefree agenda and will report formerly to the Executive Board.

Individual group members are responsible for reporting back to the Smokefree lead.

Accountability and Governance arrangements already in place for individual organisations will remain so.

ESCALATION ROUTES

e.g.

Trust Board Risk Committee
 Trust Fire Safety Team
 Trust Security Team
 Estates and Facilities Governance Committee



Staff Wellbeing Group

REVIEW

The role of the Smokefree Steering group will evolve therefore these terms of reference will require annual review

MEETINGS

Meetings will take place [Insert frequency]

The venue for the meeting will be held [Insert venue]

Administrational support for the meetings will be provided be provided by [Insert name or job role]

Papers for the meetings will be circulated by [Insert method]

Format of meetings be [i.e. strategic, operational elements, open to]

SHARING OF INFORMATION AND RESOURCES (INCLUDING CONFIDENTIAL INFORMATION)

How will information and resources generated by the group be shared?

Where confidential information and copyright issues are to be shared, how will this be dealt with?
Will there be web space for the group?

DEFINITION OF TERMS

“Smokefree NHS” is a brand with an associated national website

1. <https://www.nice.org.uk/guidance/ph48>
2. <https://www.nice.org.uk/guidance/ph45>
3. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/630217/Towards_a_Smoke_free_Generation_-_A_Tobacco_Control_Plan_for_England_2017-2022_2_.pdf
4. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/630217/Towards_a_Smoke_free_Generation_-_A_Tobacco_Control_Plan_for_England_2017-2022_2_.pdf

